



INDIANA STATE FAIRGROUNDS ★ 1202 EAST 38TH STREET ★ INDIANAPOLIS, IN 46205

TITLE: ENTRY OFFICE ACCOUNTING INTERN

INTERSHIP DATES: May through August, start and finish dates are negotiable

Paid Internship

GENERAL DESCRIPTION:

The position of Entry Office Accounting Intern reports to the Entry Department Manager. This position is responsible for providing assistance to the Entry Department Manager in the daily reconciliation of Entry Office accounts. This will include interaction with Indiana State Fair Commission Accounting Department staff.

RESPONSIBILITIES:

1. Provide daily account reconciliation of entry fees and entries processed.
2. Assist in the daily printing of entry fee receipts.
3. Prepare reports of collections for transmittal of funds to the Accounting Department.
4. Perform special accounting needs for the annual State Fair.
5. Prepare various statistical charts and reports relating to the Fair.
6. Assist in data entry requirements in the Entry Office.
7. Assist in the preparation of non-sufficient funds check reports.
8. Perform other duties as assigned by the Entry Department Manager.